

# RABIAH SUBEDAR



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## BUSINESS EXPERIENCE

### Office Manager

January 2024 - Present

*Rick's Auto Repair & Body Shop*

- Streamlined office operations and administrative processes, ensuring efficient workflow and support for management, resulting in improved service delivery and customer satisfaction.
- Managed financial operations including budgeting, invoicing, and expense tracking, demonstrating strong organizational and financial management skills.
- Coordinated with vendors, suppliers, and internal teams to facilitate effective communication and collaboration, ensuring timely procurement of supplies and seamless execution of business operations.

### Business Management Intern

July 2023 - Dec 2023

*Rick's Auto Repair & Body Shop*

- Assisted in streamlining administrative and operational processes, contributing to the efficient management of the shop's daily activities and improving overall service delivery.
- Supported financial operations by tracking expenses, managing invoices, and assisting in budgeting, which enhanced my understanding of financial management and resource allocation in a business setting.

### COP Admin

June 2020 - June 2023

*Empire Engineering Services*

- Collaborated with internal teams and external stakeholders to ensure the efficient deployment, maintenance, and optimization of telecom network infrastructure, demonstrating strong project management skills.
- Managed complex projects and workflows, showcasing leadership abilities to maintain momentum and achieve strategic goals.
- Fostered productive relationships with field engineers and company executives, ensuring alignment and support for key initiatives.

### Assistant Site Manager

May 2018 - May 2020

*Plano Independent School District*

- Provided comprehensive operational support, ensuring seamless day-to-day operations, and coordinated maintenance and repairs to uphold high standards of facility management.
- Monitored and managed the site's budget, offering strategic recommendations for resource allocation to optimize operational efficiency.
- Facilitated effective communication and collaboration among diverse stakeholders, including teachers, administrators, support staff, parents, and students, to address and resolve operational concerns.

## EDUCATION

### Bachelor of Science - Business Administration

May 2025

*Texas A&M University - Commerce*

## ADDITIONAL CERTIFICATIONS & SKILLS

❖ **Microsoft Office Specialist:** Certification of proficiency in Microsoft Office (Word, Excel, PowerPoint, Access)